

TOWN OF NEEDHAM

BENEFITS AND WORKERS COMPENSATION POLICY #508

I. PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the accrual of earned leave benefits and the payment of health/life premiums for employees receiving workers' compensation payments.

II. APPLICABILITY

This policy applies to all Town employees excluding public safety employees (police officers and firefighters) and employees whose employment falls under the supervision and control of the School Committee. Employees whose employment is regulated by bargaining agreement are subject only to those portions of this policy which are not specifically governed by law or agreement.

III. DEFINITIONS

Refer to the Glossary of Terms in the Personnel Policy Manual for commonly used words and phrases.

IV. POLICY

In accordance with MGL Chapter 152 Section 69, employees who are receiving workers' compensation payment shall not accrue earned leave (e.g., sick or vacation leave) during the period in which worker's compensation is paid.

V. PROCEDURES

A. Sick Leave

Employees who receive worker's compensation payments for more than ten (10) days in a calendar month will not accrue sick leave for that month.

B. Vacation Leave

1. Employees who receive workers' compensation payments for more than ten (10) days in a calendar month will not accrue vacation leave for that month.
2. An employee who would lose accumulated vacation leave because of workers' compensation status shall be allowed to carry forward all current accumulated vacation leave.

C. Longevity

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Employees who receive workers' compensation payment for thirty (30) or more days in a fiscal year will have their longevity date adjusted by the number of days of the worker's compensation absence.

D. Satisfactory Performance Step Increases

An employee's step date for the purposes of satisfactory performance step increases will be adjusted for the period of workers' compensation status if the absence is in excess of thirty (30) days.

E. Personal Leave

1. An employee who is on workers' compensation for an entire year will not be eligible for personal day(s) for that year.

F. Health and Life Insurance

1. If the employee is receiving supplemental payment of accrued leave, his/her health and life insurance premium payments (if applicable) will be deducted from the supplemental payment amount.
2. If the employee is not receiving the supplemental payment, or if the supplemental payment is insufficient to cover the cost of the health and life insurance premiums, he or she must pay the Town directly for such premiums, as follows:
 - a. If the employee is expected to be on workers' compensation for less than a month, he or she must make payment for the insurance premiums on the date that the deduction would have been made, had he/she been paid wages (e.g., each Friday). Or, the payroll representative may take double deductions when the employee returns to work.
 - b. If the employee is on workers' compensation for more than one month, he or she must make payment for insurance premiums one month in advance of coverage.
 - c. Payment should be made by check payable to the Town of Needham and mailed to the Personnel Department, Town Hall, Needham, MA 02192.
3. Employees on long term workers' compensation status may be required to utilize accrued leave time to make up the difference between the workers' compensation amount and the employee's regular base pay if the employee fails to make insurance premium payments in a timely manner.

Effective Date: August 15, 1995